

81-0963

4 MAY 1981

D/A REGISTRY

FILE: 04M-1

MEMORANDUM FOR: Executive Officer to the DDA

ATTENTION: Chief, Regulations Control Division, OIS

FROM: James H. McDonald  
Director of Logistics

SUBJECT: Proposed Headquarters Notice - Agency  
Building Planning Staff

1. It is requested that the attached proposed Headquarters Notice advising of the establishment of a Building Planning Staff be published.

2. Please contact the Plans and Programs Staff, Office of Logistics, extension [REDACTED], if further information is required.

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/s/ James H. McDonald

James H. McDonald

Att

cc: EO/DDA

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ORGANIZATION

May 1981

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## BUILDING PLANNING STAFF

1. Purpose

The purpose of this Notice is to announce the establishment of a Building Planning Staff (BPS) to provide the conceptual design and planning for a program to consolidate Agency Metropolitan Washington Area facilities.

2. General

The BPS is established under the direction of the Director of Logistics. The staff is responsible for collecting the facilities requirements of Agency components, developing a coordinated plan for consolidation of those facilities, conducting conceptual facility design studies leading to construction specifications, and initiating budgetary and programmatic actions necessary to achieve consolidation.

The BPS will chair an Agency Building Planning Committee consisting of representatives from the DCI Staff and each of the directorates. The representatives will be responsible for identifying facilities requirements to the BPS and will serve as the coordinating officers of the operating elements with the BPS.

The BPS is located in 4E50 Headquarters. They can be reached on the following extensions:

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The BPS is currently comprised of the following individuals:

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Chief, BPS

Staff Architect

Max Hugel  
Deputy Director  
for  
Administration